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W. C. BAIN ET AL

MEANS FOR RECORDING AN ADDRESS

Filed Nov. 11, 1922

Fig. 1.

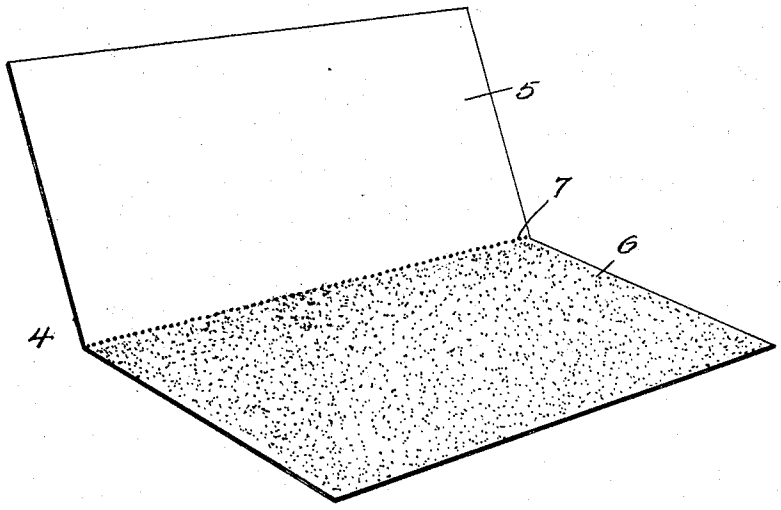


Fig. 2.

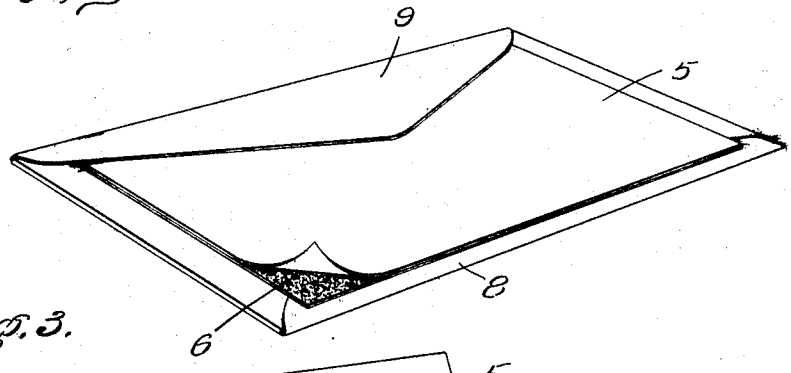
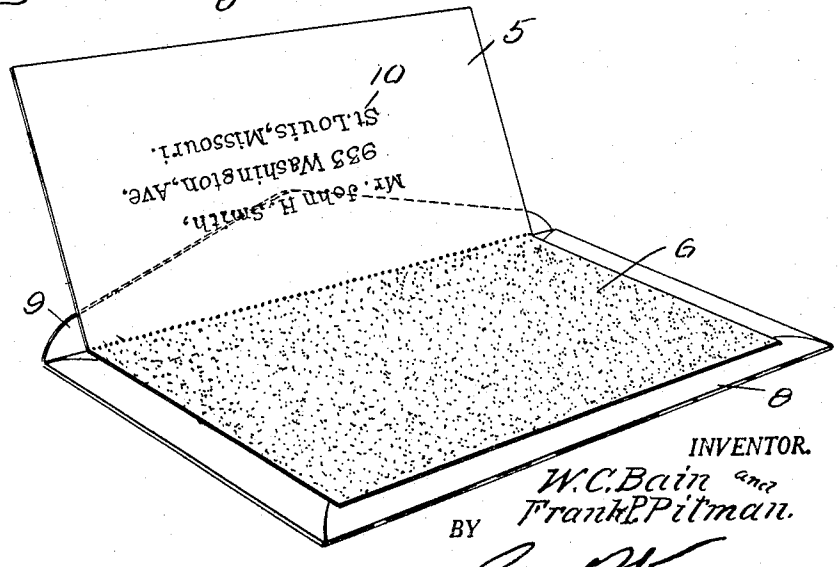


Fig. 3.



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UNITED STATES PATENT OFFICE.

WILSON C. BAIN AND FRANK P. PITMAN, OF WICHITA FALLS, TEXAS.

MEANS FOR RECORDING AN ADDRESS.

Application filed November 11, 1922. Serial No. 600,304.

To all whom it may concern:

Be it known that we, WILSON C. BAIN and FRANK P. PITMAN, citizens of the United States, residing at Wichita Falls, in the county of Wichita and State of Texas, have invented certain new and useful Improvements in Means for Recording an Address, of which the following is a specification.

This invention relates to a means for recording the fac-similes of addresses and is designed primarily for use for recording the address given mail and express matter, though it is to be understood that the means used for recording of addresses can be employed for any purpose wherein it is found applicable, and the invention has for its object to provide in a manner as hereinafter set forth, means for recording fac-similes of addresses given to mail and express matter, whereby the recording will be a permanent fac-simile of the address placed on the envelope carrying the mailed matter or of the address placed on the shipping label or tag applied to the expressed or shipped matter, under such conditions the sender or shipper will have an exact record of the manner in which the addressee was addressed and can readily refer to the record and correct any mistake if one has been found in the address and which will facilitate the clearing up of complaints with respect to incorrect mailing, and furthermore by the employment of the recording means, it will have a tendency to cause the shipping and billing clerk, as well as the addressors to be more careful in applying the address.

A means for recording fac-similes of addresses, in accordance with this invention, as applied to mail matter, consists in providing a foldable sheet of paper formed of a manifold section and a record section separated by a line of perforations, whereby the record section can be quickly severed from the manifold section, then folding the record section against the transferring surface of the manifold section, then inserting the folded sheet into the envelope to be addressed or positioning the folded sheet between the closure flap and back of the envelope, then applying the address to the front of the envelope whereby a permanent fac-simile of the address will be made on that face of the record section which opposes the transferring surface of the manifold section, then removing the folded sheet and severing the record section from the manifold section, and then securing the record section to the carbon copy of the letter inclosed in the envelope, or filing away the record section in any suitable manner for reference.

By the employment of the foregoing, the fac-simile of the address on the envelope will be made, so that on referring to the record section, at any time, one can readily ascertain just what point the letter was addressed to and if incorrect, the mistake can be quickly rectified. If complaint was made that the letter was never received reference to the record section will show what address was given to the letter and from such point the letter can be readily traced by communication with the postal authorities.

When employed in connection with shipped or expressed matter, the foldable sheet is positioned in such relation with respect to the shipping label or tag, so that when the address is applied to the label or tag a fac-simile of the address will be made on the record section, the latter is then severed from the manifold section and filed away in any suitable manner for convenient reference, and if the parcel does not reach the proper destination or complaint is made, one can readily ascertain if the address was correct or not.

In the drawings wherein like reference characters denote corresponding parts throughout the several views.

Figure 1 is a perspective view with the foldable sheet formed of a record and a manifold section extended,

Figure 2 is a perspective view illustrating the positioning of the folded sheet formed of the record and manifold sections with respect to an envelope for the purpose of receiving a fac-simile of the address to be applied to the front of the envelope,

Figure 3 is a perspective view with the folded shet extended showing a fac-simile of the address which has been applied to the envelope, the fac-simile of the address being on the record section.

Referring to the drawings in detail, 4 indicates generally the foldable sheet which is formed of a record section 5, and a manifold section 6. The sections 5 and 6, are separated by a row of perforations 7, disposed transversely of the sheet 4.

8 denotes the body of an envelope and 9 the rear flap thereof.

The fac-simile of the address of the envelope as made on the record section 5, is indicated at 10.

Preferably in carrying out the invention, the foldable sheet 4, is interposed between the closure flap 9, and the body 8, of the envelope, and with the section 5 opposing the transferring surface of the manifold section 6. The envelope with the foldable sheet connected thereto, in a manner as shown in Figure 2, is then inserted in a typewriter and the address applied to the front of the envelope and owing to the arrangement of the manifold section 6, when the address is applied to the front of the envelope, a fac-simile of the address as indicated at 10, will appear on the inner face of the record section 5, of sheet 4. After the fac-simile of the address has been made on the record section 5, the latter is severed from the manifold section 6, and secured to the carbon copy of the letter carried by the envelope or filed away in any suitable manner for convenient reference.

The foldable sheet when employed in connection with a shipping label or tag is positioned at the rear thereof, so that when the label or tag is supplied with the address, a fac-simile thereof will appear on the inner face of the record sheet.

From the foregoing description taken in connection with the accompanying drawings, an inexpensive and accurate recording means for preserving a complete record of all mailed, shipped or expressed matter is provided, the record being such that it will be a fac-simile of the address so that by reference thereto, one can readily ascertain whether the mailed, shipped or expressed matter was correctly or otherwise addressed.

What we claim is:—

A device for use in connection with the recording of fac-similes of addresses on envelopes, consisting of a two-fold rectangular sheet of flexible material adapted to be positioned between the flap and back of an envelope and having its folds providing an outer record section and an inner manifold section arranged in opposed relation, said sheet further provided throughout at its bend to form the folds with a transverse row of perforations forming a line of separation between the sections and further providing for the severing of the recording section from the manifold section, said manifold section having its transferring surface on that face thereof opposing the inner face of said record section to provide for a record on the inner face of the record section when the manifold section is depressed when placing an address on the front of an envelope.

In testimony whereof, we affix our signatures hereto.

WILSON C. BAIN.
FRANK P. PITMAN.